CPCS Assigned Counsel Manual - Chapter 5

"Policies and Procedures Governing Billing and Compensation"

Revised

Summary of significant changes

- Privately Retained Counsel – Previously Assigned Case (§ 3)
    There are certain situations in which an attorney may be retained on a case in which s/he was previously assigned.

- Representation on Collateral Matters (§ 5)
    Clarification on collateral and related matters (e.g., school expulsion hearings).

- CAFL Post-Disposition Related Matters (§ 6)
    Counsel may be independently retained after closure of CAFL case in certain situations.

- Case Concluded: CAFL, Juvenile Delinquency, SORB Cases (§ 14)
    Clarification of when CAFL cases are concluded for billing purposes.

- Caseload Limits: CHINS Cases; SORB Cases (§ 16)
    Increased caseload limit for CHINS cases; new caseload limit for SORB cases.

- Presumptive Daily Billing Limits: Trial Dates (§ 19)
    Attorneys are now allowed up to 14 hours on dates on which the attorney was engaged in trial. (Please note: For now, hard copy requests for waivers should be filled out and submitted. We will notify attorneys when E-bill submission of requests for waivers is activated.)

- CHINS Cases – Pending Caseload Limit (§ 22)
    New open caseload limits for CHINS cases.

- Murder Trials – Associate At Counsel Table (§ 25)
    At trial on murder cases, attorneys may use an associate for limited purposes.

- Associates – Billable Hours & Rate (§ 25)
    The hours that an attorney bills for work performed as an associate are included in the attorney's billable hours per fiscal year. Associates' rate increased to $40 per hour.

- Paralegals – Rate Increase (§ 25)
    Reimbursement rate for paralegals is increased to $18 per hour.

- Travel – Client Visits (§ 28)
    Attorney travel expenses are now compensable for client visits, even if the round trip travel to meet with the client is less than 30 miles.

- Travel – Out-of-State Travel (§ 28)
    Out-of-state auto travel that exceeds 30 miles roundtrip but is less than 150 miles roundtrip is billable without prior approval.